

Seasonal Recreation Aide Position- Season starts from May 1 and runs through September 30

The Town of North Hempstead Department of Parks and Recreation is looking for seasonal Recreation Aides. This position performs recreational activities in various Town Park facilities. **If interested in the position, please email a resume plus cover letter summarizing qualifications to the Parks & Recreation Dept. at:**
parks@northhempsteadny.gov

Information must be received by May 16, 2018

GENERAL STATEMENT OF DUTIES

Assists in various recreation activities or in the care of a recreation facility; performs related duties as required.

COMPLEXITY OF DUTIES

The position involves routine duties performed along well-defined lines of procedures.

TYPICAL DUTIES

1. Fills out membership cards.
2. Sets up apparatus and maintains facilities.
3. Maintains discipline and enforces regulations.
4. Assigns facilities to each particular group.
5. Issues and collects equipment and supplies.
6. Keeps records and makes reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Ability to deal effectively with both adults and children.
2. Ability to express ideas to groups.
3. Ability to maintain records and prepare reports.
4. Ability to follow oral and written instructions.

MINIMUM QUALIFICATIONS

Training and Experience

Completion of two years of high school.